

DEPARTMENT OF THE ARMY
Fort Stewart Noncommissioned Officer Academy
Maneuver Center of Excellence (MCoE)
35 Road B, Bldg 19204
Fort Stewart, Georgia 31314-6002



ATZB-NSC

15 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Noncommissioned Officer Academy Lights Out Procedures

1. The times for "Lights Out" are written in the Training Schedule for each class.
2. Five (5) minutes before Lights Out, the Student First Sergeant (1SG) will report to the Staff Duty Noncommissioned Officer (SDNC), located in Building 19204, at the Headquarters' Staff Duty Desk.
3. At Lights Out, the SDNCO and the Student First Sergeant will walk through the barracks with a flashlight, counting students and weapons systems, and ensuring that all students are not lying on top of a perfectly made-up bunk. Students are authorized to upgrade to poncho liners or sleeping bags as long as their covers are pulled back. Again, it is mandatory for students to pull their covers back.
4. Specific rules apply when Soldiers enters the Barracks of the Opposite Gender:
 - a. Knock on the door and "Wait" for the Fire Guard to answer
 - b. Without entering the Barracks, order the Fire Guard to ensure that all Occupants are properly clothed and that no one is in the latrine.
 - c. Once give the "ALL CLEAR" by the Fire Guard, enter the Barracks (loud and clear) sounding off /announcing "Male on the floor" or "Female on the floor"
5. The SDNCO will record student numbers for those students not in their bunks during the lights out inspection. Student numbers will be given to the Senior Small Group Leaders (SSGLs) the very next morning, before Physical Training Formation. After Lights Out, Students will not leave their barracks unless reporting directly to the SDNCO, Aid Station, outside portable latrines, or under special circumstances laundry facility outside of your assigned barracks (if approved by Student Leadership). Students must sign out and in with the Fire Guard when reporting to these places. Students utilizing the Laundry Facilities to wash/dry clothes may leave the billets/barracks after Lights Out, "BUT MUST SIGN OUT and IN AT THE STAFF DUTY DESK".
6. Students not abiding by the Lights Out Procedures may receive a Negative Counseling, DA Form 4856, removed from the Commandant's List, and possible disciplinary drop from the course.

THINH T. HUYNH
1SG, USA
BLC Chief